

Section E Support Services

EDB Maintenance and Control of Materials and Equipment Management Requirements

Procedure for managing equipment (including replacement equipment) whether acquired through grants, gifts, or purchased by the school will meet the following requirements:

1. Property records must be maintained that include a description of the property, a serial number or other identification, title, acquisition date and cost of property.
2. A physical inventory of property must be taken and the results reconciled with the property records once every year.
3. A control system must be developed to keep the property in good condition.

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Revised: _____